

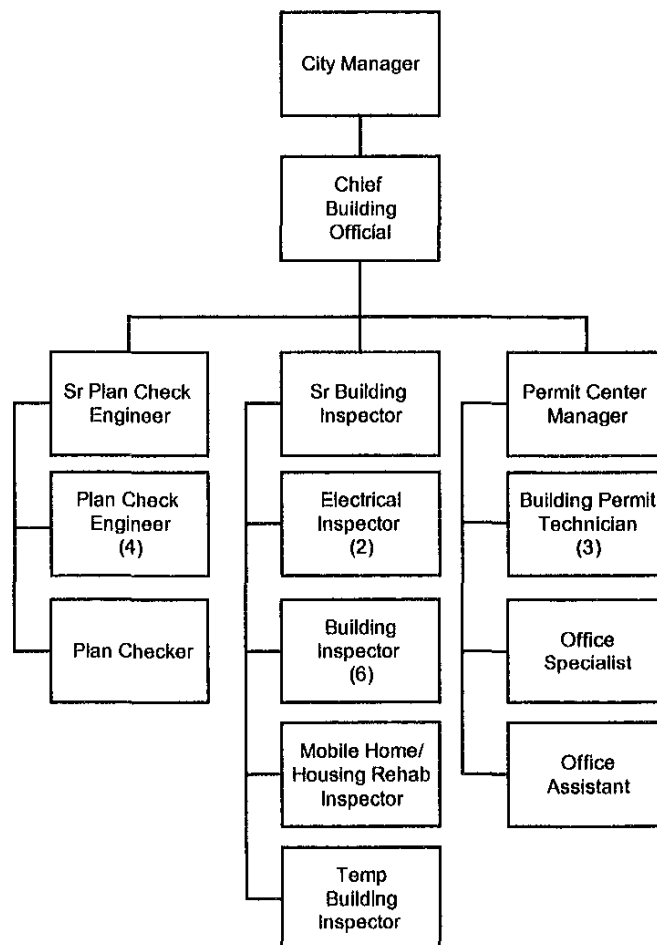
Building Inspection

Mission Statement

The Building Inspection Division is committed to fulfill the needs of our community. We, at Building Inspection Division, strive at all times to achieve the highest professional standards and to provide exceptional personalized service that creates a pleasant experience. We promote health and safety in construction and safeguard citizens of the City through enforcement of building codes, standards and regulations. We work to promote and ensure that all new construction meets the highest standards of safety, and that all existing structures are maintained in safe conditions.

Functions

Building Inspection Service
Plan Checking Services
Building Administration
Permit Center



BUILDING INSPECTION OVERVIEW

	<u>Actual 2002-03</u>	<u>Actual 2003-04</u>	<u>Budget 2004-05</u>	<u>Approved 2005-06</u>
Expenditure by Division				
Building Inspection	<u>2,389,126</u>	<u>1,977,560</u>	<u>2,273,873</u>	<u>2,313,899</u>
Total	2,389,126	1,977,560	2,273,873	2,313,899
Expenditure by Function				
Building Inspection Services	1,066,024	765,622	1,030,208	1,073,775
Plan Checking	657,424	745,439	705,012	697,641
Building Administration	164,092	160,418	178,198	178,701
Permit Center	<u>501,586</u>	<u>306,081</u>	<u>360,455</u>	<u>363,782</u>
Total	2,389,126	1,977,560	2,273,873	2,313,899
Expenditure By Object				
Personnel Services	2,326,914	1,929,066	2,204,947	2,241,673
Services and Supplies	62,212	48,494	68,926	70,837
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,389</u>
Total	2,389,126	1,977,560	2,273,873	2,313,899

_____ 2005-2006 FINAL BUDGET _____

_____ CITY OF MILPITAS, CALIFORNIA _____

DEPARTMENT: Policy Planning and Implementation
DIVISION: Building Inspection

		Actual 2002-03	Actual 2003-04	Budget 2004-05	Approved 2005-06
PERSONNEL SERVICES					
4111	Permanent Salaries	1,795,948	1,567,093	2,138,963	2,171,588
4112	Temporary Salaries	26,979	0	0	92,454
4113	Overtime	27,778	20,704	26,000	26,000
4121	Allowances	5,421	2,887	0	0
4124	Leave Cashout	105,228	8,340	0	0
4131	PERS	121,166	110,698	248,097	343,422
4132	Group Insurance	160,705	153,154	266,064	263,652
4133	Medicare	21,685	18,328	26,287	30,150
4135	Worker's Compensation	43,143	32,178	43,275	47,738
4138	Deferred Comp	19,052	15,684	20,700	21,600
4139	PARS	(191)	0	0	0
4142	Vacancy Factor	0	0	(564,439)	(639,474)
4144	Reduced Funding, Personnel	0	0	0	(115,457)
	Total	2,326,914	1,929,066	2,204,947	2,241,673
SERVICES AND SUPPLIES					
4211	Equip Replmnt Amortization	20,137	18,543	16,371	24,682
4220	Supplies	20,591	9,670	17,975	21,075
4230	Services	7,829	12,881	24,750	15,250
4410	Communications	4,360	3,182	3,400	3,400
4501	Memberships & Dues	1,479	1,502	1,530	1,530
4503	Training	7,816	2,716	4,900	4,900
4681	Reduced Funding, Svcs/Sup	0	0	0	0
	Total	62,212	48,494	68,926	70,837
CAPITAL OUTLAY					
4851	Vehicles	0	0	0	1,389
4870	Machinery & Equipment	0	0	0	0
4911	Office Furniture & Fixtures	0	0	0	0
4920	Machinery, Tools & Equip	0	0	0	0
	Total	0	0	0	1,389
	Total Expenditures	<u>2,389,126</u>	<u>1,977,560</u>	<u>2,273,873</u>	<u>2,313,899</u>

DEPARTMENT: 1 Policy Planning & Implementation **CHIEF BLDG OFFICIAL:** Keyvan Irannejad
DIVISION: 53 Building Inspection **SENIOR BLDG INSP:** Kenneth Brown
FUNCTION: 531 Building Inspection Services

Function Description

This function ensures that any construction project that obtains required permits will be constructed in accordance with approved construction documents and all applicable local, state and federal regulation. This section will perform their duties to provide the best customer service and assistance.

Performance Indicators	Actual 2002-03	Actual 2003-04	Projected 2004-05	Estimated 2005-06
Total inspections performed	11,100	9,400	10,000	10,000
Daily inspections per Inspector /Average minutes**	9/56	8/45	10/45	10/45
% of inspections within 24hrs/% Meet standard***	N/A	N/A	97/80*	98/85
Number of Certificate of Occupancy inspections	430	427	450	425

* Began tracking.

** Inspections (building and miscellaneous) include inspection time, travel, paperwork, computer input and phone calls.

*** Average 5 inspections are randomly audited per month for quality standards.

2004-2005 Accomplishments

1. Building Inspection provided one half-time inspector to the Community Development Block Grant (CDBG) Housing Rehabilitation Program.
2. The inspection staff successfully responded to 85 after hours and weekend inspections.
3. Completed the projected 450 Certificate of Occupancy inspections for fiscal year 2004-2005. This generated over \$111,000 in additional fees.
4. Provided field inspection assistance to Planning & Neighborhood Preservation Department for service requests.
5. Participated in the development of new building permit fees.

2005-2006 Objectives

1. Continue to provide assistance to the Community Development Block Grant (CDBG) Housing Rehabilitation Program.
2. Maintain the Mobile Home inspection program throughout the year.
3. Respond to field inspection demands by homeowners to give them personal assistance with their projects; this is accomplished by meeting with homeowners during lunch or late in the afternoons.
4. Provide assistance with the Plan Check staff to rewrite handouts to clarify code requirements for homeowners and contractors.

Personnel Allotment

This function is staffed by: (1) Senior Building Inspector, (6) Building Inspectors, (2) Electrical Inspectors, (1) Mobile Home/Housing Rehabilitation Inspector and (1) temporary Building Inspector.

Personnel Changes

Request for (1) temporary Building Inspector.

Expenditure Analysis

Personnel Services: \$1,035,954 will provide staffing for this function. These funds include \$61,723 that is reimbursable by CDBG for housing rehabilitation inspections and \$123,404 for a temporary Building Inspector that is reimbursable by the developer. The \$15,000 for overtime inspections is entirely reimbursed by applicants.
 Services and Supplies: \$36,432 will provide for supplies, field equipment, cellular phone service, training, and equipment replacement amortization.
 Capital Outlay: \$1,389 is additional funds needed to replace a Ford F-150 Pickup.

DEPARTMENT: Policy Planning and Implementation
DIVISION: Building Inspection
FUNCTION: Building Inspection Services

	Actual 2002-03	Actual 2003-04	Budget 2004-05	Approved 2005-06
PERSONNEL SERVICES				
4111 Permanent Salaries	751,979	588,270	930,919	948,126
4112 Temporary Salaries	3,770	0	0	92,454
4113 Overtime	16,230	14,325	15,000	15,000
4121 Allowances	0	0	0	0
4124 Leave Cashout	90,280	0	0	0
4131 PERS	50,651	41,666	107,978	157,828
4132 Group Insurance	70,347	57,510	115,680	121,132
4133 Medicare	7,666	5,909	10,649	12,240
4135 Worker's Compensation	35,811	26,304	37,235	41,621
4138 Deferred Comp	7,999	6,106	9,000	9,900
4139 PARS	0	0	0	0
4142 Vacancy Factor	0	0	(221,274)	(246,890)
4144 Reduced Funding, Personnel	0	0	0	(115,457)
Total	1,034,733	740,090	1,005,187	1,035,954
SERVICES AND SUPPLIES				
4211 Equip Replmnt Amortization	20,137	18,543	16,371	24,682
4220 Supplies	4,906	3,743	5,000	8,100
4230 Services	29	0	0	0
4410 Communications	3,229	2,211	2,500	2,500
4501 Memberships & Dues	150	0	0	0
4503 Training	2,840	1,035	1,150	1,150
4681 Reduced Funding, Svcs/Sup	0	0	0	0
Total	31,291	25,532	25,021	36,432
CAPITAL OUTLAY				
4851 Vehicles	0	0	0	1,389
4870 Machinery & Equipment	0	0	0	0
4911 Office Furniture & Fixtures	0	0	0	0
4920 Machinery, Tools & Equip	0	0	0	0
Total	0	0	0	1,389
Total Expenditures	1,066,024	765,622	1,030,208	1,073,775

DEPARTMENT: 1 Policy Planning & Implementation **CHIEF BLDG OFFICIAL:** Keyvan Irannejad
DIVISION: 53 Building Inspection **SENIOR PLAN CHECK ENGR:** Vacant
FUNCTION: 532 Plan Checking

Function Description

This function reviews construction plans and documents to ensure compliance with technical codes, state and local regulations, acceptable engineering practices and nationally recognized standards. It coordinates the internal review process and assists other departments with plan check services. It assists field inspection function with code interpretation and enforcement. It provides information on building codes requirements to homeowners, designers, contractors and developers.

Performance Indicators	Actual 2002-03	Actual 2003-04	Projected 2004-05	Estimated 2005-06
Total Plan Checks performed	536	590	650	650
% Express Plan Checks performed**	61	59	69	69
% of projects reviewed within scheduled time	N/A	N/A	90*	90
% of Plan Checks meeting standards***	N/A	N/A	85*	90

* Began tracking.

** Express projects performed over the counter / same day.

*** Average 5 plan checks are randomly audited per month for quality standards.

2004-2005 Accomplishments

1. Introduced cross training of plan checkers, permit technicians and building inspectors.
2. Cross-trained Building Division plan checkers to perform Fire Department plan check services.
3. Developed handouts for homeowners and contractors to clarify submittal and code requirements.
4. Completed all plan checks with overtime requests.
5. Completed over 90% of all plan checks within the requested schedule.
6. Assisted Planning and Engineering Divisions with plan check services.
7. Combined Building and Fire Department fire and safety plan check services.

2005-2006 Objectives

1. Continue training Building Division plan checkers to perform Fire Department plan check services.
2. Continue regular and after-hours requested plan checks within requested schedules.
3. Continue developing plan review and construction guidelines to assist homeowners and contractors with submittal requirements.
4. Improve quality, efficiency and consistency of the plan check process through in-house and outside training of plan checkers.
5. Continue assisting Planning and Engineering Divisions with plan check services.

Personnel Allotment

This function is staffed by: (1) Senior Plan Check Engineer, (4) Plan Check Engineers and (1) Plan Checker.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$686,966 will provide staffing for this function. The \$10,000 for overtime plan checking is entirely reimbursed by applicants.

Services and Supplies: \$8,425 will provide for supplies, cellular phone service, and training. \$2,000 is for outside consultants, and \$250 for courier services.

Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: Building Inspection
FUNCTION: Plan Checking

	Actual 2002-03	Actual 2003-04	Budget 2004-05	Approved 2005-06
PERSONNEL SERVICES				
4111 Permanent Salaries	540,433	611,102	654,408	644,449
4112 Temporary Salaries	0	0	0	0
4113 Overtime	4,622	8,665	10,000	10,000
4121 Allowances	0	0	0	0
4124 Leave Cashout	12,712	8,117	0	0
4131 PERS	36,187	43,157	75,876	97,739
4132 Group Insurance	41,104	53,231	69,408	66,072
4133 Medicare	7,988	8,943	9,568	9,423
4135 Worker's Compensation	3,932	3,124	3,271	3,222
4138 Deferred Comp	4,971	5,234	5,400	5,400
4139 PARS	0	0	0	0
4142 Vacancy Factor	0	0	(133,594)	(149,339)
4144 Reduced Funding, Personnel	0	0	0	0
Total	651,949	741,573	694,337	686,966
SERVICES AND SUPPLIES				
4211 Equip Replmnt Amortization	0	0	0	0
4220 Supplies	2,152	1,924	6,375	6,375
4230 Services	426	1,042	2,250	2,250
4410 Communications	384	183	300	300
4501 Memberships & Dues	0	0	0	0
4503 Training	2,513	717	1,750	1,750
4681 Reduced Funding, Svcs/Sup	0	0	0	0
Total	5,475	3,866	10,675	10,675
CAPITAL OUTLAY				
4851 Vehicles	0	0	0	0
4870 Machinery & Equipment	0	0	0	0
4911 Office Furniture & Fixtures	0	0	0	0
4920 Machinery, Tools & Equip	0	0	0	0
Total	0	0	0	0
Total Expenditures	657,424	745,439	705,012	697,641

DEPARTMENT: 1 Policy Planning & Implementation **CITY MANAGER:** Charles Lawson
DIVISION: 53 Building Inspection **CHIEF BLDG OFFICIAL:** Keyvan Irannejad
FUNCTION: 533 Building Administration

Function Description

The Chief Building Official provides the day-to-day management and administration of the Permit Center, the Plan Check and the Inspection functions.

Performance Indicators	Actual 2002-03	Actual 2003-04	Projected 2004-05	Estimated 2005-06
New Construction Valuation (millions)	\$45	\$50	\$65	\$100
Total Building Permits issued	1,777	1,650	2,050	2,050
Total Plan Checks performed	536	590	650	650
% Customer survey rating of Good or Excellent	N/A	N/A	95*	100
Cost Ratio**	1.0	0.90	0.84	1.0

* Began tracking.

** Division actual cost divided by projected Budget.

2004-2005 Accomplishments

1. Implemented Plan Check collaboration between the Building Division and the Fire Prevention Bureau.
2. Completed development of the new building permit fee schedule and implemented on September 1, 2004.
3. Completed the 2004 "Performance Measures" study conducted inclusive of Milpitas and nearby cities. The Building Division compared above average in permits issued over the counter, number of plan checks per month, waiting time at counter and time for each inspection.
4. Developed a "Monthly Division Activity Report" for distribution to management and the division.

2005-2006 Objectives

1. Work on the development of an on-line permit process for minor permits.
2. Research the automated inspection line process and scheduler for possible implementation.
3. Develop and implement plan check by appointment program for medium size projects.
4. Update and enhance Building Division information on the web page.
5. Continue cross training of plan checkers, permit technicians and building inspectors.
6. Continue to provide plan check services to the Fire Department.

Personnel Allotment

This function is staffed by: (1) Chief Building Official.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$170,371 will provide staffing for this function.
 Services and Supplies: \$7,330 will provide for supplies, cellular phone service, training, memberships and dues. \$1,000 is for consultants.
 Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: Building Inspection
FUNCTION: Building Administration

	Actual 2002-03	Actual 2003-04	Budget 2004-05	Approved 2005-06
PERSONNEL SERVICES				
4111 Permanent Salaries	123,699	132,753	140,424	135,519
4112 Temporary Salaries	0	0	0	0
4113 Overtime	0	0	0	0
4121 Allowances	5,421	2,887	0	0
4124 Leave Cashout	0	0	0	0
4131 PERS	8,242	9,311	16,274	20,546
4132 Group Insurance	7,634	8,775	11,568	10,750
4133 Medicare	0	0	0	1,978
4135 Worker's Compensation	858	650	702	678
4138 Deferred Comp	903	872	900	900
4139 PARS	0	0	0	0
4142 Vacancy Factor	0	0	0	0
4144 Reduced Funding, Personnel	0	0	0	0
Total	146,757	155,248	169,868	170,371
SERVICES AND SUPPLIES				
4211 Equip Replmnt Amortization	0	0	0	0
4220 Supplies	12,808	1,589	4,375	4,375
4230 Services	1,164	1,084	1,000	1,000
4410 Communications	313	435	300	300
4501 Memberships & Dues	1,329	1,492	1,405	1,405
4503 Training	1,721	570	1,250	1,250
4681 Reduced Funding, Svcs/Sup	0	0	0	0
Total	17,335	5,170	8,330	8,330
CAPITAL OUTLAY				
4851 Vehicles	0	0	0	0
4870 Machinery & Equipment	0	0	0	0
4911 Office Furniture & Fixtures	0	0	0	0
4920 Machinery, Tools & Equip	0	0	0	0
Total	0	0	0	0
Total Expenditures	164,092	160,418	178,198	178,701

DEPARTMENT: 1 Policy Planning & Implementation **CHIEF BLDG OFFICIAL:** Keyvan Irannejad
DIVISION: 53 Building Inspection **PERMIT CENTR MANAGER:** Jaime Garcia
FUNCTION: 534 Permit Center

Function Description

The Permit Center is the portal to the Private Construction building permit process. The Permit Center provides general permit information to the public and professionals and directs customers to the appropriate department or division for specific information. The Permit Center runs a complete permit process from submittal to permit issuance. The Permit Center provides counter services for the Building Division and other departments and divisions involved in the permit process.

Performance Indicators	Actual 2002-03	Actual 2003-04	Projected 2004-05	Estimated 2005-06
Total Building Permits issued	1,777	1,650	2,050	2,050
Express Permits issued	327	350	450	450
Number of customers attended	7,004	8,704	9,000	9,250
Customer average waiting time**	N/A	N/A	5 min.*	5 min.
% of permits issued meeting standards***	N/A	N/A	80*	85

* Began tracking.

** The average waiting time in the 2004 "Performance Measures" survey is 11 minutes for 4 cities in survey; Milpitas posted 5 minutes waiting time.

*** Permits issued are randomly audited for quality standards (i.e., must meet minimum data input standards). Ten permits per month are audited.

2004-2005 Accomplishments

1. Implemented the new Permit Fee Schedule on September 1, 2004.
2. Provided service to 9,000 customers with an average waiting time of 5 minutes compared with 11.5 minutes in the "Performance Measures" survey.
3. Implemented the new "hot-line," (408) 586-3240. The Permit Center objective is to provide "live" answer to this line within 3 rings (90% compliance).
4. Implemented digitized construction document archiving for the benefit of the customer and the City.

2005-2006 Objectives

1. Develop guidelines for consistent translation of the new fee schedule to provide uniform customer service.
2. Maintain high level of customer service at the permit counter by keeping the waiting time to a minimum and picking up phone calls to the "hot-line" within 3 rings.
3. Minimize the time needed to archive completed projects to make records available to the customers and City staff.
4. Improve the permit system data entry process.

Personnel Allotment

This function is staffed by: (1) Permit Center Manager, (3) Building Permit Technicians, (1) Office Specialist and (1) Office Assistant I/II.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$348,382 will provide staffing for this function.

Services and Supplies: \$6,400 will provide for supplies, cellular phone service, memberships and dues, and training. \$9,000 is included for credit card services.

Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: Building Inspection
FUNCTION: Permit Center

	Actual 2002-03	Actual 2003-04	Budget 2004-05	Approved 2005-06
PERSONNEL SERVICES				
4111 Permanent Salaries	379,837	234,968	413,212	443,494
4112 Temporary Salaries	23,209	0	0	0
4113 Overtime	6,926	(2,286)	1,000	1,000
4121 Allowances	0	0	0	0
4124 Leave Cashout	2,236	223	0	0
4131 PERS	26,086	16,564	47,969	67,309
4132 Group Insurance	41,620	33,638	69,408	65,698
4133 Medicare	6,031	3,476	6,070	6,509
4135 Worker's Compensation	2,542	2,100	2,067	2,217
4138 Deferred Comp	5,179	3,472	5,400	5,400
4139 PARS	(191)	0	0	0
4142 Vacancy Factor	0	0	(209,571)	(243,245)
4144 Reduced Funding, Personnel	0	0	0	0
Total	493,475	292,155	335,555	348,382
SERVICES AND SUPPLIES				
4211 Equip Replmnt Amortization	0	0	0	0
4220 Supplies	725	2,414	2,225	2,225
4230 Services	6,210	10,755	21,500	12,000
4410 Communications	434	353	300	300
4501 Memberships & Dues	0	10	125	125
4503 Training	742	394	750	750
4681 Reduced Funding, Svcs/Sup	0	0	0	0
Total	8,111	13,926	24,900	15,400
CAPITAL OUTLAY				
4851 Vehicles	0	0	0	0
4870 Machinery & Equipment	0	0	0	0
4911 Office Furniture & Fixtures	0	0	0	0
4920 Machinery, Tools & Equip	0	0	0	0
Total	0	0	0	0
Total Expenditures	501,586	306,081	360,455	363,782

_____ 2005-2006 FINAL BUDGET _____

_____ CITY OF MILPITAS, CALIFORNIA _____